

# **REQUEST FOR APPLICATIONS**

## **Mississippi Department of Education Building Healthy Families for the Future Grants**

**2011**



**Mississippi Department of Education's  
Office of Healthy Schools in Collaboration with the  
Mississippi Department of Human Services  
359 North West Street, Suite 205  
Jackson, Mississippi 39201**

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**January 19<sup>th</sup>, 2011**

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**Mississippi Department of Education's  
Office of  
Building Healthy Families  
in Collaboration with the**

## **I. GENERAL INFORMATION**

### **Introduction**

The MS Department of Education (MDE) Office of Healthy Schools and the Mississippi Department of Human Services (MDHS) are working together to further the implementation of coordinated school health in Mississippi schools. It is the goal of these two agencies to create an atmosphere in Mississippi schools where every child has equal opportunity to be healthy and to make wise choices for their future.

Potential benefits of implementing the Building Healthy Families for the Future Grant are the following:

- Students to avoid the health risks that come with teen sexual activity;
- Students to be exposed to abstinence-centered health information;
- Involvement of parent/teacher organizations in learning about and sharing abstinence-centered information;
- A peer-leader program that influences students to make wise health choices;
- An abstinence education marketing plan that keeps the abstinence message in front of students and their parents,
- Positive community image that the school is concerned about students making healthy choices.

### **Grant Purpose**

The purpose of this grant is to enable schools to accomplish the following objectives:

1. Twenty (20) Mississippi Schools (Group I) to receive \$14,000 to provide abstinence-centered programs for 7<sup>th</sup> and 8<sup>th</sup> grade students and their parents.
  - a. The Group I grant will be implemented with the teaching of the *Choosing the Best* curriculum. Grant funds will be used to purchase the curriculum for teacher use and student workbooks for all students participating in the grant program.
  - b. The Group I schools will give a portion of the grant funds to their parent/teacher organization for the purpose of educating parents and encouraging them to have meaningful involvement in discussions with their teens and pre-teens. A letter of support must be attached to this application.
  - c. Group I schools to develop a peer-leader program (teens working with teens) that reinforces the abstinence message received in the classroom.
  - d. A summer program will be part of the grant.

2. Eighteen (18) Mississippi Schools (Group II) in a target area (those with the highest percentage of teen pregnancies) of the state, [Humphreys (79.2%), Sharkey (71.2%), Panola (65.7%), Coahoma (61.4%), Quitman (60.3%), Sunflower (59.8%), Yazoo (58.8%), Holmes (57.3%), LeFlore (56.3%) and Tunica (56.0%) counties] will receive curriculum, training, and equipment (valued at \$10,500) to implement the *Choosing the Best* and the *Healthy Choices, Healthy Children* curriculums for 7<sup>th</sup> and 8<sup>th</sup> graders.
  - a. Group II schools will implement the *Choosing the Best* curriculum along with the activity-based *Healthy Choices, Healthy Children* curriculum.
  - b. Group II schools to develop a peer-leader program (teens working with teens) that reinforces the abstinence message received in the classroom.
  - c. A summer program will be part of the grant.
3. Two (2) Junior Leadership Corp schools (Group III) will receive \$50,000.00 each to implement *Choosing the Best* curriculum into the prescribed Project PASS Junior Leadership Corps program curriculum. These are inter-city schools in Jackson, Mississippi.
4. Selected school staff members will receive training for the *Choosing the Best* and the *Healthy Choices, Healthy Children* curriculum. Attendance at the training will be required for schools receiving the grant.
5. Collection and evaluation of data concerning abstinence-centered educational efforts and numbers of students and parents participating in these efforts will be completed.

Schools will write a plan of action for the implementation of an abstinence-centered program for their 7<sup>th</sup> and 8<sup>th</sup> grade students to include all the purposes listed above.

### **Eligible Applicants**

Group I Grants are competitive with all schools in the state that have 7<sup>th</sup> and 8<sup>th</sup> grade students being eligible to apply. Group II Grants are competitive within the targeted counties listed under funding below.

### **Funding\***

Group I - The grant award will be \$14,000 per school.

Group II – The value of this grant award will be \$10,500 per school. This amount will include curriculum, training, and equipment. This grant will target **Humphreys, Sharkey, Panola, Coahoma, Quitman, Sunflower, Yazoo, Holmes, LeFlore and Tunica** counties.

Group III – The grant award will be \$50,000 per school. The target schools will be the Project Pass (Jr. Leadership Corps) Pilot schools in Mississippi. These are inter-city schools in Jackson, MS.

Schools will only be allowed to receive one grant, and should choose the grant opportunity that best fits their school needs.

**\*If there is not sufficient interest in the application process for any one group, MDE reserves the right to award grants to schools with completed applications from other groups.**

### **Training**

*Choosing the Best and Healthy Choices, Healthy Students* trainers will train and equip teachers in middle schools to teach the following curricula:

7<sup>th</sup> Grade – *Choosing the Best* PATH (Part I and II)

8<sup>th</sup> Grade – *Choosing the Best* LIFE Part I and II)

7<sup>th</sup> and 8<sup>th</sup> Grade – *Healthy Choices, Healthy Children* (Part II)

To implement the training, *Choosing the Best and Healthy Choices, Healthy Children* trainers will work with the Department of Education on a strategy to present the program to grant recipients, and to provide instructor training in regional settings.

All selected instructors as defined by the school, (health education instructor, school nurses, school counselors, Junior Leadership Corps instructors, school resources officers and physical education instructors), will receive training on the *Choosing the Best* curriculum. Selected instructors will also receive training on the *Healthy Choices, Healthy Children* curriculum for implementation in the target counties listed above. These trainers will work together to provide a total of at least 15 hours of abstinence education training in the selected schools. This training is mandatory.

### **Grant Period**

The grant period will be **February 18, 2011 to September 30, 2011.**

## **II. ADDITIONAL INFORMATION**

### **Criteria for Evaluation of Applications**

The application cover page, application form and the MDE assurances pages must be filled in completely and signed with all appropriate, original signatures. The criteria and allocated points are as follows:

- |   |           |
|---|-----------|
| 1. Completion of entire document to include cover page, grant application that includes justification statement, plan of action and budget, and assurances and certifications   | 10 points |
| 2. Justification of Needs statement to include:<br>a) district data relating to onset of sexual activity, teen pregnancy and sexually transmitted diseases,<br>b) specific examples of ways the abstinence education grant will enhance adolescent health,<br>c) a statement of how training and technical assistance will foster a healthy school and community environment,<br>d) a explanation of how resources from the grant will benefit students, teachers, administrators and the school community. | 30 points |
| 3. Action Plan for implementation of <b>all purposes</b> of the grant as identified in Section I.   | 40 points |

**Total:****100 points****Use of Funds**

All funds from this grant must be used only for abstinence-centered education programs and activities by the school receiving the grant.

Group I grant funds will be disbursed to the school for the purchase of curriculum, training, and students workbooks and for partial distribution to the school's parent/teacher organization.

Group II grant will be awarded directly from the Cal Ripken, Sr. Foundation in the form of curriculum, training and equipment to support an activity-based program.

Group III grant funds will be awarded directly to the selected Junior Leadership Corp Programs.

**No funds will be available and no expenses will be charged to the grant prior to the signing of the sub-grant between MDHS and MDE.**

**Grant Awards**

Upon receipt of completed applications, review of applications and approval of scoring of applications, the highest scoring districts will be sent grant agreement documents for required signatures.

Schools receiving direct payments will access funds electronically from MDE through the School Payment System (SPS). Grantees are encouraged to contact their school district Business Manager for further guidance. Funds made available under this program shall be used to supplement, and not supplant, other Federal, State and local funds expended to carry out the grant activities.

**Grant Benchmarks**

Each school receiving a grant must agree and successfully meet these benchmarks:

- Selected staff members to include Superintendent, Principal, Project Coordinator and two instructors will attend the Grant Kick-Off meeting. Attendance at this meeting is mandatory.
- Selected staff members will receive training for the *Choosing the Best*, and the *Healthy Choices, Healthy Children* curriculums. Attendance at the training will be mandatory for schools receiving the grant.
- Group I Schools are to divide grant funds with their parent/teacher organization for the purpose of educating parents and encouraging them to have meaningful involvement in discussions with their teens and pre-teens. A letter of support from the local parent/teacher organization must be attached to this application.
- Schools are to develop a peer-leader program (teens working with teens) that reinforces the abstinence message received in the classroom.

- Schools are to develop and implement a summer program to support the abstinence message received in the classroom.
- Collect and report data concerning abstinence-centered educational efforts and numbers of students and parents participating in these efforts.

**Grant Timeline:**

**Due Date**

January 19, 2011

February 7, 2011

February 14, 2011

February 15, 2011

February 18, 2011

September 30, 2011

**Grant Activities**

Application Disbursement Date

Application Deadline

Evaluate Grants

Grant Agreements Disbursed for Signature  
(to be returned at Kick-Off Meeting)

Grant Activities Begin

Grant Activities Conclude

### **III. Request for Applications (RFA)**

#### **Requests for Information**

Written questions concerning the RFA should be sent to:

Christine Philley  
School Health Administrator  
Office of Healthy Schools  
MS Department of Education  
359 North West Street, Suite 205  
Jackson, MS 39201  
Fax: 601-576-1417  
Email: cphilley@mde.k12.ms.us

#### **Due Date for Proposals:**

One (1) original and an electronic copy saved to a CD in a “read only” PDF format must be received by 3:30 p.m. Central Standard Time on February 7, 2011 at the following address based upon the delivery method used:

#### **Hand Deliver Proposals to:**

Lorraine Wince  
Office of Procurement  
Mississippi Department of Education  
Central High School, Suite 307  
359 North West Street  
Jackson, MS

#### **Mail Proposals to:**

Lorraine Wince  
Office of Procurement  
Mississippi Department of Education  
Post Office Box 771  
Jackson, MS 39205-0771

#### **Ship Proposals to: (FedEx, UPS, etc.)**

Lorraine Wince  
Office of Procurement  
Mississippi Department of Education  
359 North West Street  
Jackson, MS 39201

- The applicant is responsible for ensuring the competitive proposals are delivered by the deadline and assumes all risks of delivery.
- Proposals and modifications received in the room designated in the RFA after the time set in the proposal will be considered **late** and will not be accepted or considered for award.



- At the time of receipt of the proposals, the proposals will be date stamped, and recorded in Suite 307 of Central High School Building.
- Incomplete proposals will not be evaluated and will not be returned for revisions. No late, faxed or emailed copies will be accepted.
- Proposals that do not include the required number of proposals will not be evaluated.
- Proposals that do not include the required CD will not be evaluated.
- The proposal must be signed by an authorized official to bind the applicant to the proposal provisions.

### **Conditions of Solicitation**

The Mississippi Department of Education reserves the right to accept, reject, or negotiate regarding submitted applications on the basis of the evaluation criteria contained in this document. The final decision to award a grant rests solely with the MDE.

Before preparing the applications, the applicant should note that:

1. All applications, in their entirety, will become the property of the MDE upon submission;
2. The MDE will not be liable for any costs associated with the preparation of applications incurred by the applicant; and
3. Dollars received as an outcome of this application cannot be used to cover any costs associated with the preparation of the application.

The MDE also reserves the right to accept any application submitted for grant award, without negotiation. Therefore, applicants are advised to propose their most favorable terms initially. Applicants will be required to assume full responsibility for meeting all specified requirements stated in the RFA.

## **IV. APPLICATION INSTRUCTIONS AND FORMAT**

The application will consist of three parts

Part A–Application Cover Page

Part B- Application

Part C– Assurances and Certifications

### **Part A – Application Cover Page**

Part A is the Application Cover page. The superintendent, principal, business manager and the person submitting the application must sign the application cover page.

### **Part B – Grant Application**

Part B is the Application pages. The applicant will complete all three sections: Justification of Needs Statement, Action Plan for Implementation and Budget. Please complete each section completely.

### **Part C - Assurances and Certifications**

Part C is the Assurances and Certifications page. The superintendent and business manager must sign the statement of assurances and certifications.

# **APPENDIX**



**Part A: Application Cover Page**  
**Building Healthy Families for the Future Grant**

We are applying for (please check only one)

- ☐ Group I Grant as described in this packet  
☐ Group II Grant as described in this packet  
☐ Group III grant as described in this packet

The enclosed information is being submitted on behalf of \_\_\_\_\_ School in response to the Building Healthy Families for the Future Grants Request for Applications. My district understands that the **deadline for submission of this application is 3:30 PM on February 7, 2011 and that a school site can only apply for one grant.**

My district also understands that the grant will be dispersed upon completion of benchmarks described in the Request of Applications (RFA) – Section II.

\_\_\_\_\_  
Signature of Person Submitting Application

\_\_\_\_\_  
Printed Name of Submitter

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager's Signature

\_\_\_\_\_  
Date

## Part B: Grant Application

### Mississippi Department of Education Competitive Funding for Building Healthy Families for the Future Grants

School District: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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Superintendent: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address of Superintendent: \_\_\_\_\_

Grant Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address of Grant Coordinator: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business Manager \_\_\_\_\_ Email Address of Business Manager \_\_\_\_\_

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The applicant certifies that to the best of his/her knowledge, the information in this application is correct and that the filing of this application is duly authorized by the governing body of this institution.

\_\_\_\_\_  
Typed or Printed Name of Superintendent

\_\_\_\_\_  
Original Signature of Superintendent

\_\_\_\_\_  
Date

**Part B – Grant Application Continued:**

**Justification of Needs Statement:** (maximum of three pages, paragraph style; that addresses the questions below as completely as possible)

1. Include state/district data relating to onset of sexual activity, teen pregnancy and sexually transmitted diseases. Include information from the Center for Disease Control's Youth Risk Behavior Survey and other appropriate data sources.
2. Share specific examples of how students and parents are expected to benefit from this funding for abstinence-centered programs and activities. Show how the program will be designed to enhance adolescent health.
3. Include a statement of how training and technical assistance will foster a healthy school and community environment.
4. Explain how resources provided through this grant will benefit students, teachers, administrators and the school community.
5. Only Group I will be required to give specific examples of how funds will be shared with the parent/teacher organization at your school to include the amount of funding that the parent/teacher organization will receive and program expectations.
6. Share plans for the need to implement or sustain an abstinence-centered peer leader program.

## **Part B – Grant Application Continued**

**Action Plan for Implementation** (maximum of one page, paragraph style; that addresses the points below as completely as possible)

1. Write a proposed plan of action to include these items and the person(s) responsible:
  - a) Attendance of superintendent, school principal, school program coordinator and at two instructors at a mandatory Grant Kick-off Meeting
  - b) Attendance at Regional training for instructors who will teach the *Choosing the Best and the Healthy Choices, Healthy Children* curriculum.
  - c) Proposed abstinence-centered programs (to include classroom instruction) and activities
  - d) Involvement of the parent/teacher organization in the abstinence education grant – Group I
  - e) The development of or strengthening of an abstinence-centered peer-leader program
  - f) The development and implementation of a summer program that reinforces the abstinence message taught in the classroom.
  - g) Reporting of data to MDE

## **Part B – Grant Application Continued**

### **Budget:**

Group I applicants should prepare a budget that addresses the portion of the grant to be shared with the parent/teacher organization, in addition to a budget for planned activities and events, and materials to be purchased to include curriculum, student materials, parent materials and peer-leader materials. A brief explanation of expected expenditures should also be included.

Group II - no budget required – grant will be awarded through the Cal Ripken, Sr. Foundation.

Group III applicants should prepare a budget for planned activities and events, and purchased materials that include curriculum, student materials, parent materials and peer-leader materials. Also include a brief explanation of expected expenditures.

### **Group I Only - Letter of Support from Parent/Teacher Organization**



### **Part C: Mississippi Department of Education (MDE) Assurances and Certifications:**

- a. The applicant shall be an equal opportunity employee and shall perform to all other applicable requirements; accordingly, the applicant shall neither discriminate nor permit discrimination in its operation or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap, or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the No Child Left Behind Act of 2001;
- b. The applicant agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of applicant related to applicant's charges and performance under this agreement. Applicant shall keep such records for a period of five years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Applicant agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it
- c. The applicant assures that it possesses legal authority to apply for and to receive funds under this agreement;
- d. The grantee certifies they have not been barred from contracting or otherwise doing business with the State or Federal Governments;
- e. This agreement shall not be modified, altered, or changed except by mutual agreement by representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures;
- f. The applicant shall perform all services as an independent applicant and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the applicant with respect to third parties shall be binding on the MDE;
- g. The MDE, by written notice, may terminate the grant, in whole or in part, if funds supporting the grant are reduced or withdrawn. To the extent that the grant is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of the grant for services rendered prior to the effective date of termination. The MDE, by written notice, may terminate the application for nonperformance of the application at any time during the term of the program. The applicant agrees that work, data, etc. created under the auspices of the program shall be turned over to the MDE upon such termination. The MDE, in whole or in part, may terminate the program for cause by written notification. Furthermore, the MDE and the applicant may terminate the agreement, in whole or in part, upon mutual agreement. Either the Mississippi Department of Education or the awardee may terminate this agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof. The applicant shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of he contractor covered by the agreement, less payments of compensation previously made;
- h. This agreement, and all matters or issues collateral to it, shall be governed by, and constructed in accordance with, the laws of the State of Mississippi; and



i. Applicant shall not assign or sub-grant in whole or in part, its rights or obligations under this agreement without prior written consent of MDE. Any attempted assignments without said consent shall be void and of no effect.

j. The local education agency/grantee adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 34 CFR Subtitle A, Parts 1-99.

k. The local education agency/grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199.

l. The local education agency/grantee adheres to the Office of Management and Budget (OMB) Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments).

m. The local education agency/grantee assures that salary and wage charges will be supported by proper time reporting documentation that meets the requirements of OMB Circular A-87.

By signing this statement, the Grantee hereby certifies and assures that the school district submitting this application shall comply with the above Endorsement and Support of District Application, Standard Terms and Conditions, and MDE Assurances and Certifications in accordance with state and federal regulations requirements, and MDE policy and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

SCHOOL DISTRICT NAME AND LOCATION:

\_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUSINESS MANAGER SIGNATURE

\_\_\_\_\_  
DATE